



CITY OF HOUSTON

Job Posting

	DJB	
1	Applications accepted from:	All Persons Interested
2	Job Classification	Field Supervisor
3	Posting Number	PN # 109456
4	Department	PARKS AND RECREATION
5	Division	Grounds Maintenance
6	Section	Grounds Maintenance
7	Reporting Location	Various
8	Workdays & Hours	M-F, 7 a.m. – 4 p.m. *
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> The qualified individual will coordinate, participate with and monitor work teams to maintain a group of parks and street medians. Analyze and resolve staff, equipment and operating problems and recommend improvements to increase efficiency. Efficiently delegate tasks to balance workload and resources. Conduct inspections of parks and document work orders needed to repair/improve facility. Maintain various records, including statistics of labor, material and equipment resources on work executed. Set goals, train, motivate and periodically evaluate crew member performance to improve performance. Ensure that employees have adequate work supplies and properly functioning equipment in order to perform assigned tasks. Oversee preventive maintenance of assigned vehicles, equipment and tools. Observe safety regulations and ensure that crews do the same. Perform other duties as assigned. Must be able to work evenings, weekends and holidays as needed.	
10	<u>WORKING CONDITIONS</u> The position routinely requires lifting of moderately heavy items, (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years of progressively responsible work experience in the maintenance field are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Four years of supervisory experience with parks and other maintenance facilities.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	NONE
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 17 \$992 - \$1,404 Biweekly \$25,792 - \$36,504 Annually	
18	<u>OPENING DATE</u>	March 22, 2006
19	<u>CLOSING DATE</u>	March 28, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	